

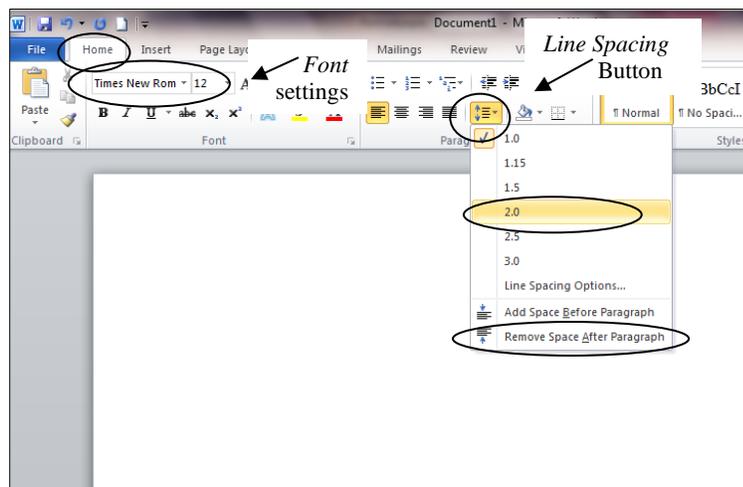
# CMS/Turabian Format in Microsoft Word

## Opening Microsoft Word

- On the computer desktop, double click *Microsoft Word*. (Or on the Taskbar at the bottom of the screen, click the *Microsoft Word* icon.)

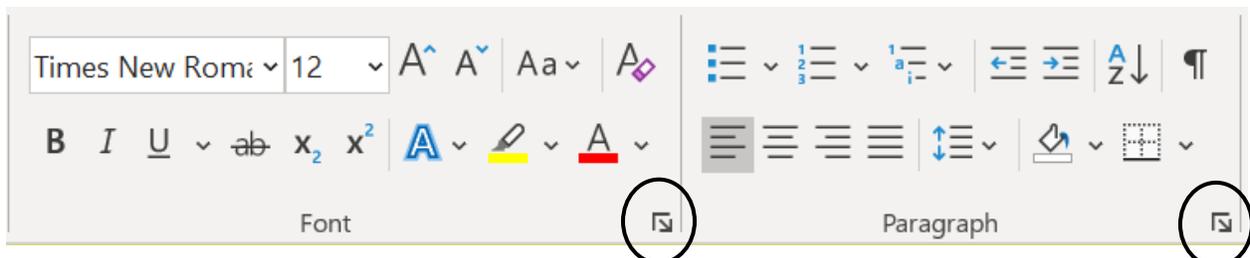
## Setting Up the Paper in CMS/Turabian Format

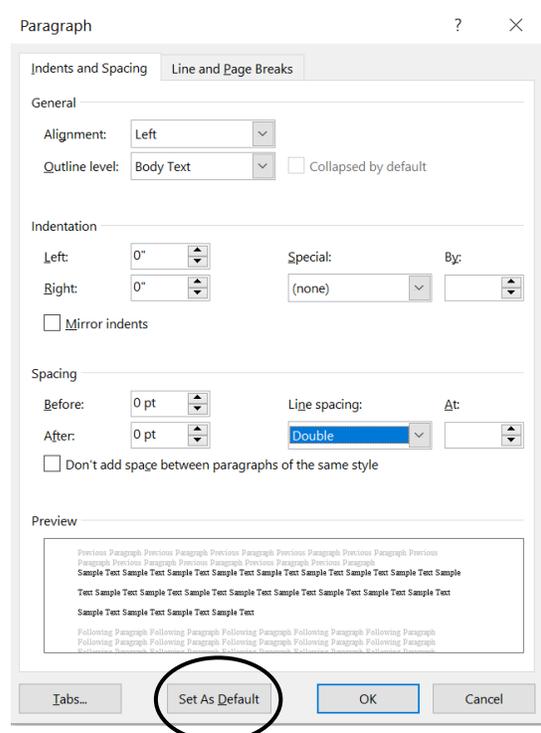
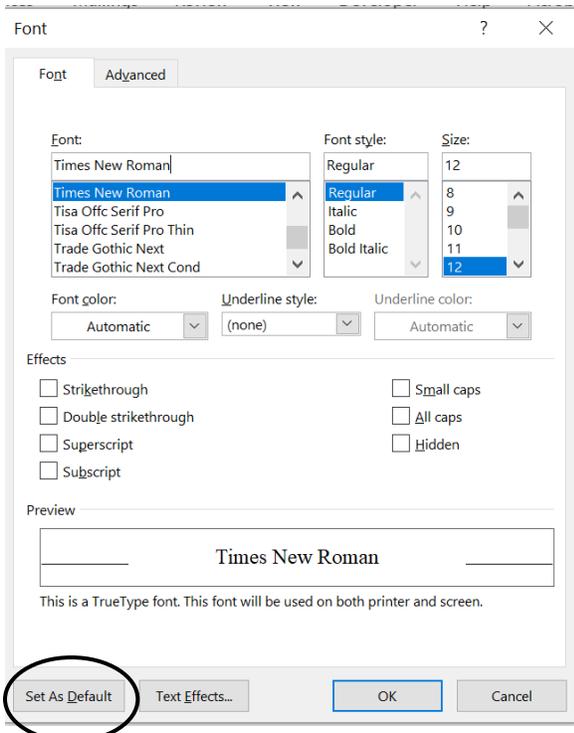
- Click the *Line Spacing* button in the *Paragraph* group. Choose *2.0*. (If you do not see the *Line Spacing* button, click the *Home* tab.)
- If *Remove Space After Paragraph* is at the bottom of the *Line Spacing* drop-down menu, click on it.
- If necessary, click the arrow next to the *Font* box, and choose *Times New Roman*. Click the arrow next to the *Font Size* box, and choose *12*. Or choose a preferred font and size.



## Setting Defaults

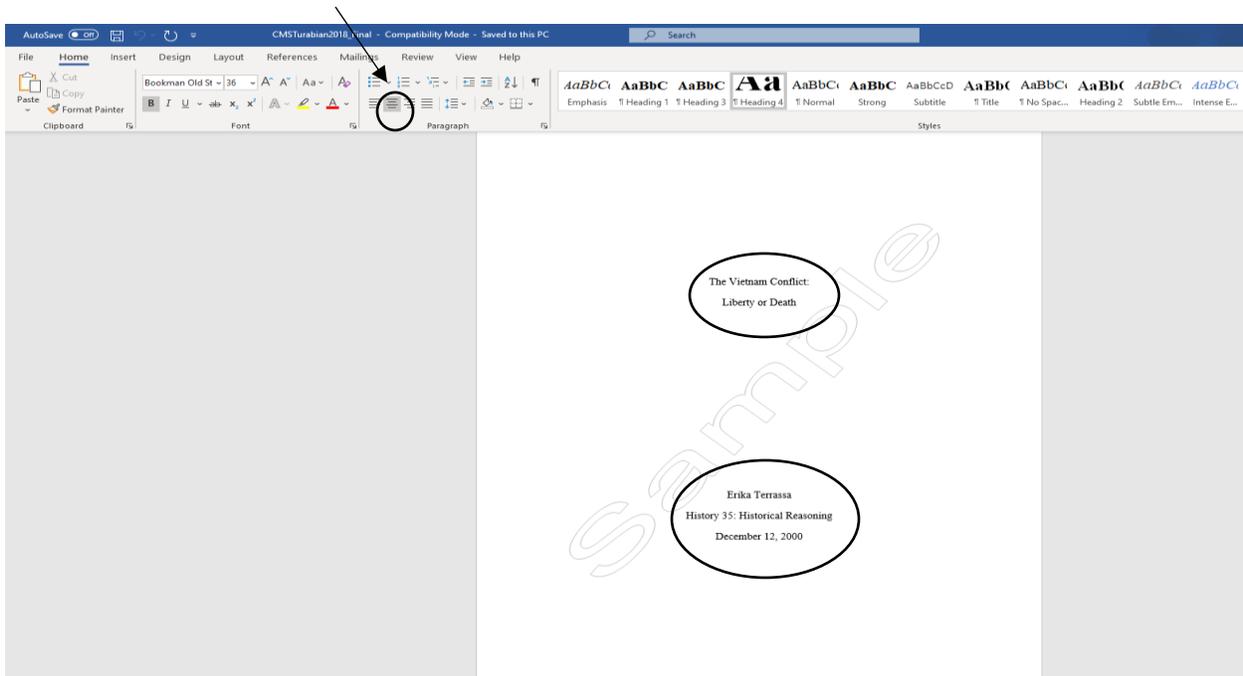
- To set the above font and paragraph settings as defaults (automating settings), go to *Font* and select *Set as Default* and, under *Paragraph Settings*, select *Set As Default*. Once you set your font and paragraph settings as default, they will be the automatic font and paragraph setting for each new document you open.





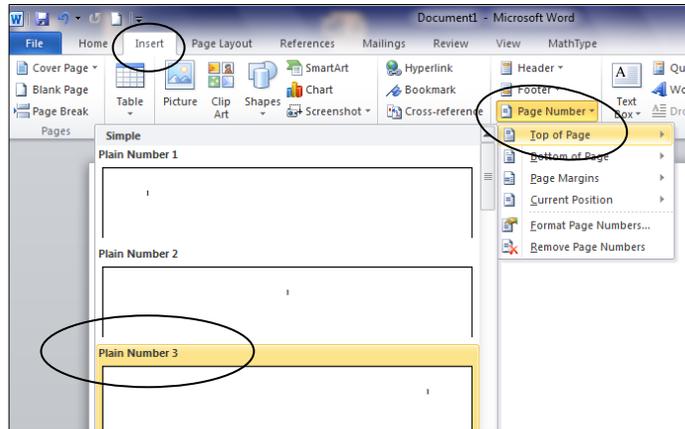
## Setting Up the Title Page

- Press Enter to 1/3 of the way down the page. Center and double-space the title.
- Press Enter to 2/3 of the way down the page. Centered and on separate lines, type your name, course, and date in upper and lower-case letters.



## Setting Up the Page Numbers

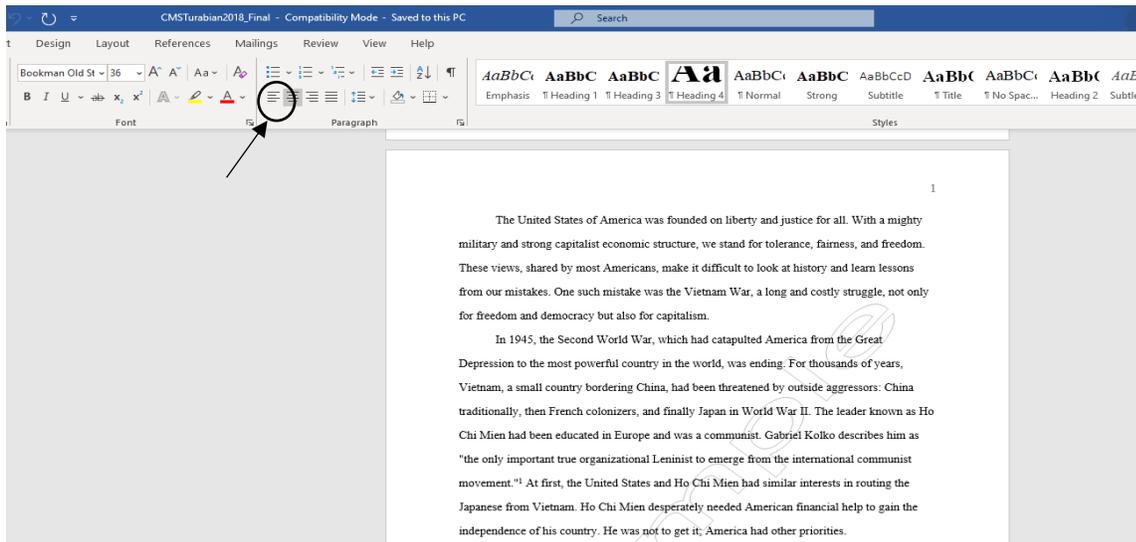
- After the Title Page, on the first page of the paper, click the *Insert* tab. Click *Page Number*, choose *Top of Page*, and then choose *Plain Number 3*.



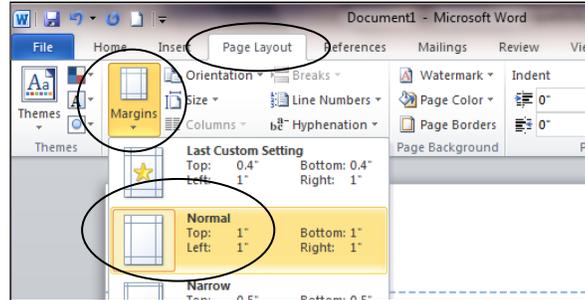
- Double click below the dotted line or click *Close Header and Footer*.
- All the pages will be automatically numbered correctly.

## Setting Up the Text Alignment

- Click the *Align Text Left* button (to the left of the *Center* button).
- Press the *Tab* key once, and you are ready to type the first paragraph of your paper.

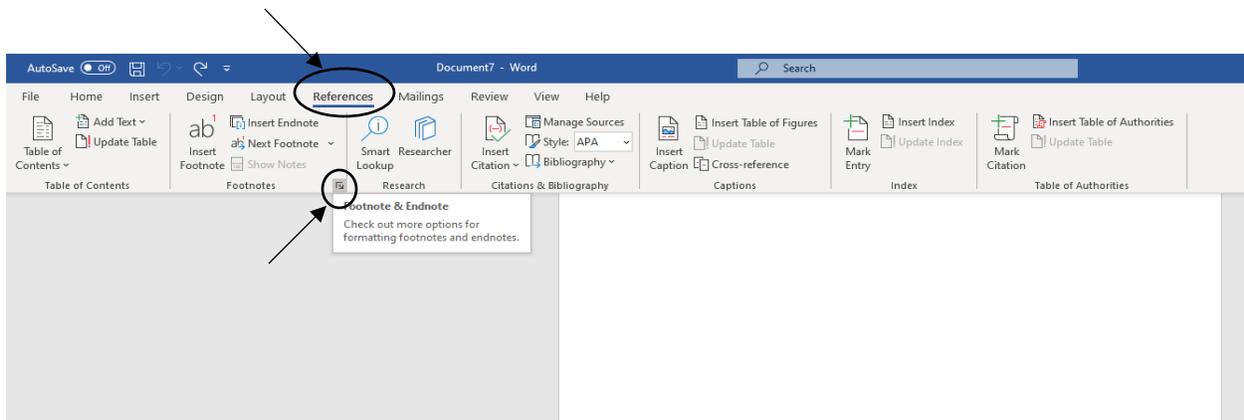


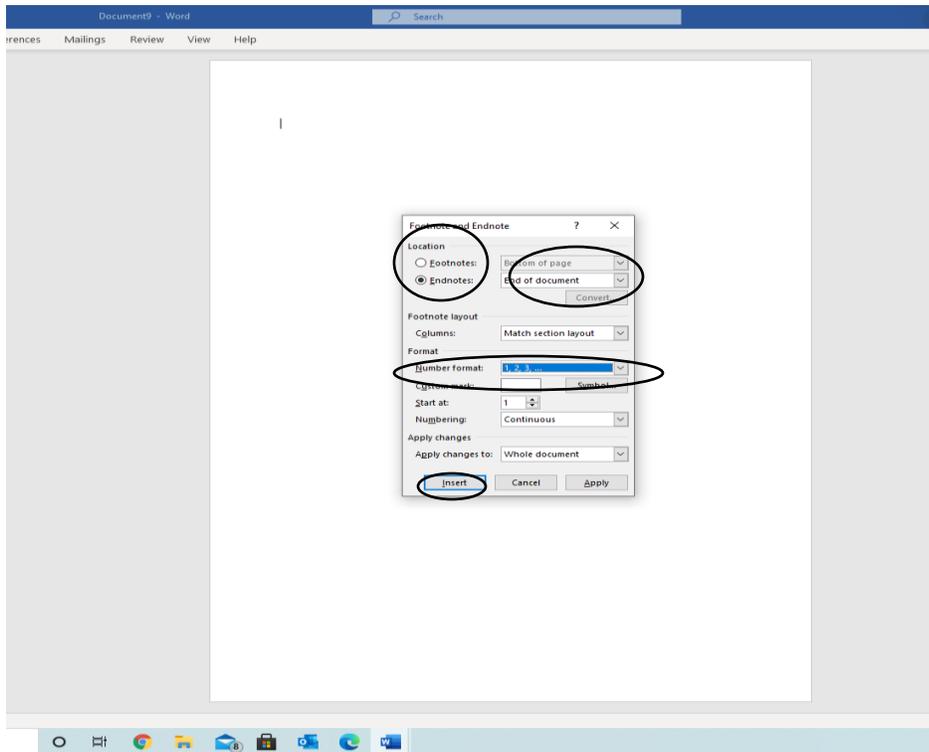
NOTE: One-inch margins are the default (automatic) setting. However, if you need to set the margins, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.



### Setting Footnotes or Endnotes

- To set footnotes or endnotes, click on References. Then click on the arrow in the bottom right corner.





- Choose footnote or endnotes and where you want them to be (bottom of page or end of document).
- Also choose the numbering format (1, 2, 3).
- Click Insert.

## Footnote Example

independence of his country. He was not to get it; America had other priorities.

After World War II, the new perceived threat to a secure free world was communism. The United States did not consider conflicts as local; instead, they were seen as attempts at a greater communist takeover. President Truman believed that diplomatic compromise would be ineffective. He argued the Munich analogy, that when France and England made concessions in Munich to Germany before World War II, they actually invited later aggression, which he felt demonstrated that free nations could not compromise with aggressors.<sup>2</sup> Therefore, the United States had to intervene in countries where there was a communist insurgency. This approach

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<sup>1</sup>Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.

<sup>2</sup>Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill Publishing, 1990), 6. |

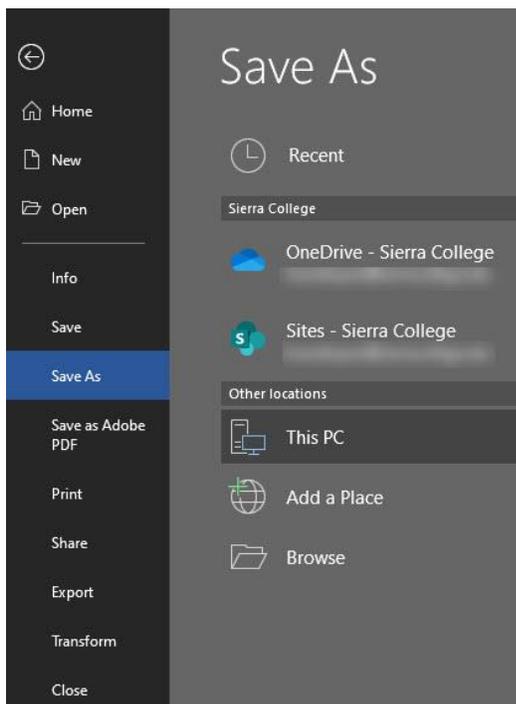
## Endnote Example

### NOTES

1. Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.
2. Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill, 1990), 6.
3. Kolko, *Anatomy*, 74.
4. Kolko, *Anatomy*, 76-77.
5. *The Pentagon Papers: The Defense Department History of United States Decisionmaking on Vietnam* (Boston: Beacon Press, 1971), 1:187, quoted in Kolko, 75.
6. Kimball, *To Reason Why*, 7.

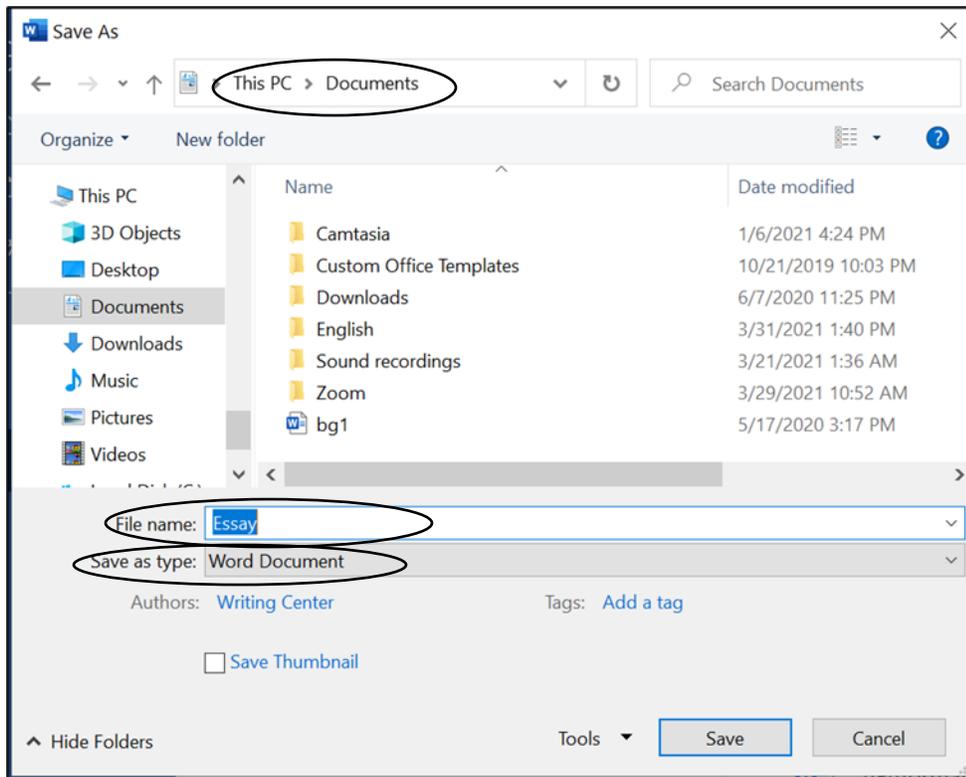
## Saving the Paper

- Click the *File* tab, and choose *Save As*.



- At the top of the window, choose where you want to save your paper, for instance, on your USB memory stick (flash drive). Use the buttons on the left to navigate.
- In the *File name* box near the bottom of the window, you can type a short name for your file.

- You can choose to save in a different format in the *Save as type* box. Rich Text Format (RTF) is a good choice if you use another computer that does not have Microsoft Word.
- Click *Save*.



Updated March 2021. The instructions on this handout apply to Microsoft Word 2019 and Office 365. Your desktop may look different depending on your computer's settings, as well as the version of Word.